

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
ASSOCIATE ACCOUNTANT

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** **Lateral Transfers & Candidates on a current examination list**

**Location:** Fiscal Services, Middletown

**Job Posting No:** 79969

**Salary:** \$69,891.00 - \$89,888.00 (New hires to state employment start at the minimum of the range)

**Closing Date:** **Monday, July 1, 2013**

In a state agency this class is accountable for performing the most complex accounting tasks within a variety of accounting programs and systems. This class may also be accountable for lead or consultative responsibility.

This is a professional advanced working level or working lead level class distinguished from lower level accounting classes by the variety and complexity of fiscal and accounting procedures and systems involved and level and scope of support given to higher level staff in directing a financial management system of a department or agency.

**Duties:** Review grant application budget for fiscal accuracy and completeness. This includes review of applicable salary or overtime rates, fringe benefit rates, indirect cost rates; review grant award and verify accuracy of G: Drive budget spreadsheets established by the Grants Administration Unit; review and approve all requests for goods and services (DPS-33's) to confirm they fiscally conform to the corresponding grant budget; confirm availability of funds in CORE financial system; prepare and review payroll reports for accuracy as they relate to positions directly funded by a grant; prepare quarterly reconciliations of grant sub-systems (i.e. G:drive) to CORE financial system; Prepare all CORE general ledger and budget journals as required to balance the grant sub-system to the CORE financial system; prepare quarterly financial reports (SF-425); prepare quarterly drawdown of federal funds; prepare billing invoice information to forward to the Accounts Receivable unit for internal invoice preparation in order to record funds once received; prepare information related to annual GAAP reports related to grants receivable; supervise professional and/or administrative staff as required; and performs all other duties as required by this position

**Eligibility Requirement:** **Candidates must have applied for and passed the ASSOCIATE ACCOUNTANT exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the ASSOCIATE ACCOUNTANT or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **\*Monday, July 1, 2013, close of business** to:

**The Department of Emergency Services & Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Denise Shelton, Human Resources Associate**  
**Fax: (860) 685 – 8356**

**\*Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer**